

CARBON COUNTY EVENT CENTER USAGE RULES & REGULATIONS

Americans with Disabilities Act (ADA)

- ◆ Please see event coordinator for a complete Event center ADA guide and building map.

Access

- ◆ All working building personnel, the Director, Event Coordinator and General Duties shall have access to all areas of the building at any time. The Event Center will determine who shall & shall not be permitted in all service areas.

Abandoned Equipment / Lost or Misplaced Articles

- ◆ Any article or equipment remaining at the center past the expiration of the license period may be considered abandoned and may be disposed of by the Event Center as the director deems necessary and at the groups expense.
- ◆ The Event Center shall assume no responsibility for losses suffered by the group, its agents, servants, employees, or guests.
- ◆ The Event Center shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof.

Alcohol Policy

- ◆ Please contact the Event Coordinator for a copy of the Event Center's alcohol policy.
- ◆ Any individual may not bring alcoholic beverages on the premises without prior written approval by the Event Center.
- ◆ The Event Center reserves the right to check any and all packages being brought into the center.

Animals

- ◆ For the safety and comfort of all our visitors, animals are not permitted in the CCEC except in conjunction with an approved exhibit, display, or performance, which absolutely requires the use of an animal. The customer is responsible for obtaining all appropriate permits. Guide, signal, or service dogs (as defined by Law) are allowed in the CCEC. All sanitary needs for animals are responsibility of the Customer.

Audio-Visual

- ◆ Audio-Visual equipment is available through the Center's exclusive in-house audio-visual staff only. Please ask your Event Coordinator for a complete audio-visual guide.
- ◆ The CCEC staff or their designees are responsible for the house audio system and they must supervise any connection made to this system. One (1) standard microphone hook-up per room is provided free of charge with room rental. If an outside vendor needs additional hook-up to the house sound, there will be a twenty-five dollar (\$25) per room fee assessed.

Balloons

- ◆ To prevent the escape to the ceilings, helium-filled and similar objects must be secured.
- ◆ If the use of balloons is planned for your function, please advised your Event Coordinator.

Booth Storage

- ◆ You may keep a supply of advertising materials, product or literature in your booth.
- ◆ You may not store material or empty cartons in or behind your booth back wall.
- ◆ Due to limited amount of storage space, excess materials must be stored off-site.

Capacities

- ◆ Public Safety is at the top of our priority list. That's why all meeting rooms and exhibit halls have a maximum occupancy, which may not be exceeded. The CCEC reserves the right to deny further entry into these spaces in order to protect public safety.

Competing Show Policy

- ◆ For activities, which are considered to be competing for specific markets, i.e. home product shows and golf shows, etc. the Event Center may, at its discretion, maintain a period of sixty days prior to an existing event and any similar event.

Carpet Tape

- ◆ The show manager's service contractors are responsible for the removal of all tape residue marks in the exhibit hall floor. The Event Center requires the use of a quality carpet tape.
- ◆ Removal and damage costs incurred by the Event Center from the use of inferior tape will be charged to the event.

Cleaning and Janitorial Damage

- ◆ Rented area will be cleaned upon move in. Each evening or early morning staff will clean aisle and public spaces. It is the responsibility of the customer to return the center to its original condition. For an additional charge we will do it for you.

Contractor's Service Equipment and Motorized Vehicles

- ◆ For the safety of our exhibitors and employees, (and to keep our facility looking good) all carts, forklifts, bicycles, etc. are restricted to exhibit hall use. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts are not allowed in the pre-function, or meeting rooms. Only rubber wheel non-motorized freight carts are allowed in these areas.

Damages

- ◆ The customer is responsible for all damages, except normal wear and tear. For accuracy in billing, CCEC representatives and show management should inspect all leased space prior to move in and during move out to determine existing conditions. A final walk-through will take place at the conclusion of your event. You will be informed of any damages after your event with written reports and photographs as soon as they are documented.

Decorating and Signs

- ◆ Do not attach anything, by any means, to walls or doors without prior approval.
- ◆ The use of scotch and decals on walls, floors, partitions, doors or windows is strictly prohibited.
- ◆ The use of nails, tacks, tape, brads, screws or other driven fasteners are prohibited.
- ◆ Adhesive backed decals and stickers may not be distributed in the Event Center.
- ◆ Notify the Event Coordinator of any banners needing to be suspended.

Display Vehicles and Display Equipment

- ◆ Any motor or equipment on display at the Event Center must comply with Carbon County Fire Department regulations. For further information please contact the Facility Operation Manager.
- ◆ All equipment displays must have a plastic floor liner to prevent floor and carpet damage.
- ◆ Notify the Facility Operations Manager, prior to arrival, of large equipment displays entering the Event Center.

Electrical Service

- ◆ Wall, column, and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise.
- ◆ See your Event Coordinator to prearrange your electrical requirements.
- ◆ All equipment must comply with all federal, state, and local safety codes.
- ◆ Electrical rates quoted for all connections include service to the booth. They do not include connecting equipment or special wiring. Exhibitors are expected to provide their own extension cords. (UL approved Utility Cord)

Equipment – Event Center

- ◆ All Event Center equipment such as food and beverage carts, table carts, dollies, and jacks must be returned to the Event Center after the event move-in / move-out.
- ◆ Any damage to the above equipment will result in additional expense to the event.
- ◆ Only the Event Center's staff is approved to operate the loading dock lifts.

Event Personnel

- ◆ Restricted areas of the Center are labeled "Authorized Personnel Only" and are off limits to all personnel except authorized Center personnel. Unauthorized personnel found in restricted areas will be reported to the appropriate employer and may be subject to permanent dismissal from the CCEC.
- ◆ Profane language and disorderly conduct are not permitted at any time.
- ◆ The use of alcoholic beverages in the workplace is strictly prohibited. The use of illegal drugs is strictly prohibited at all times.
- ◆ Cost of repair to any damages to the CCEC equipment that may be caused by their employees.
- ◆ To maintain security, all event personnel including show and service contractor staff, exhibitor-appointed contract staff, temporary help, exhibitors and other workers affiliated with an event must enter and leave the CCEC through the entrances and exits designated by CEC management and show management.

Fire Hose Cabinets, Pull Stations, Aisles, and Exit Doors

- ◆ Do not block any doors marked with an overhead exit sign.
- ◆ Each of these must be visible and accessible at all times. Contact your Event Coordinator or Facility Operation's Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- ◆ Stay within your designated booth area. Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairways, and other exit areas.

Floor Drilling

- ◆ To maintain our beautiful facility, and control our costs, floor drilling is prohibited along with wall and ceiling drilling.

Food and Beverage Events

- ◆ The Carbon County Event Center offers a preferred list of caterers for your convenience. Any contract for food and beverage provisions are made by the client directly with the caterer. All foods and / or beverages served, offered and / or sold in any part of the Event Center's premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with the Event Center.
- ◆ The client and caterer hereby acknowledge and understand that the distribution and consumption of all alcoholic beverages must be in accordance with county and state laws, statutes, and regulations of the State of Utah.

Fog / Smoke / Laser Lights

- ◆ No fog, smoke effects, or laser light shows shall be permitted in the Event Center.

Freight / Mail Deliveries

- ◆ Deliveries received on-site should be addressed to the appropriate show or event.
- ◆ Freight deliveries for an event may not arrive more than business days prior to the event. Freight arriving sooner than 2 days prior to the event will be refused.
- ◆ Please contact an exhibit contractor or freight handler for all shipping services.
- ◆ Freight to be shipped must be picked up within 2 business days after the event.

Hours of Operation

- ◆ The normal maximum contractual hours of occupancy for events is 10 hours scheduled between 6:00am – 11:59pm. Arrangements regarding activities beyond these hours must be made with the Director and will be subject to overtime charges.

Illegal Substances

- ◆ No illegal substances are allowed on the premises. It is the lessee's responsibility to uphold this policy.

Insurance

- ◆ The Carbon County Event Center requires the Lessee to provide the County proof of insurance, as required below, at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence combined single limit bodily injury and / or property damage. Liability insurance covering all owned, non-owned, and hired automobiles, and workers compensation and occupational disease insurance including employer's liability, meeting the statutory requirements of the State of Utah.
- ◆ The certificate shall show the lesser, Carbon County, the Carbon County Event center, and its agents, as an additional named insured under the policy.
- ◆ Please present this outline when obtaining event insurance.
- ◆ For assistance, please contact the Event Center.

Keys

- ◆ At no time will keys be provided to the lessee. Center personnel will be available for all openings & closings.

Motorized Vehicle Operation

- ◆ For the safety of employees and exhibitors, only trained and certified personnel must operate forklifts and material handling devices. Operating vehicles and engines shall not be left unattended.
- ◆ Show Management operating the equipment is responsible for damages. To help maintain our facility, any vehicles, which drip oil or other staining solutions, must have drip pans or dry absorption powder under the parked vehicles and engines.

Move-In / Move-Out Policies / Rehearsals

- ◆ Loading and unloading is permitted only through the loading dock. No loading or unloading is permitted through the front of the building.
- ◆ All move-in / move-out & rehearsal rates will be charged half of the room rate rental fees. Note: Reduction in price is due to maintaining “minimum comfort and staffing levels.” If your move-in / move-out requires temperatures or staffing beyond minimum levels, 100% of rental rates will apply.
- ◆ In the event the center is not vacated by the Lessee upon expiration of the Term, management is authorized to remove from the center, at the expense of the Lessee all goods, wares, merchandise, and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, ware, merchandise, or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind of nature, including but not limited to non-use or unavailability of such property.

Movable Walls

- ◆ We’re all about breaking down walls. In this case, we also don’t want anyone to get hurt, or disrupt an event. So the movable walls in the exhibition halls and meeting rooms must be installed and removed by CCEC personnel only.

Package Inspection

- ◆ For your safety and security, cartons, packages or other containers brought in or removed from the CCEC by show personnel, exhibitors or service contractors may be subject to inspection.

Parking

- ◆ All parking is under the exclusive control of the Convention Center personnel & the following rules will apply.
- ◆ No parking in the fire lanes, service roads, loading dock areas, or any other unauthorized locations permitted. Unauthorized vehicles will be removed at owner’s expense.

Payment

- ◆ As a service to our customers, cash, checks, & charge card online are accepted for all payments.
- ◆ To complete a charge online go to www.ccec.com.

Safety

- ◆ The Event Center’s goal is to provide a safe enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.
- ◆ Any unsafe condition or activity should be immediately reported to CCEC Security and supervisory personnel of the responsible party for corrective measures.
- ◆ Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 1997 Uniform Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the CCEC. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal. Reference copies of these codes are available in the Event Management Department.
 1. All curtains, drapes, and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
 2. All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
 3. A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
 4. No part of a hallway or corridor leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
 5. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The CCEC inspects all exhibits to ensure compliance.
 6. Crates, packing materials, wooden boxes, and other highly combustible materials may not be stored in the CCEC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage crates outside of the facility.
 7. All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
 8. No exit door shall be locked, bolted or otherwise fastened or obstructed at anytime, the CCEC is open to the public. Moreover it shall be unlawful to obstruct, or reduce passageway or other means of egress.

Additionally, all required exits should be so located as to be discernible and accessible when unobstructed access thereto.

9. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the CCEC, shall have no more than ¼ tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.
10. The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the CCEC and the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
11. All trash and refuse shall be removed daily from the CCEC.
12. Provide and maintain approved fire extinguishing equipment in all areas designated by the CCEC and the Fire Marshal.
13. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
14. All electrical connections shall be in accordance with the Electrical Code.
15. All electrical cords, sound cable or other trip hazards shall be safeguarded.
16. All hydrants and fire department connections shall be unobstructed at all times.
17. All appliances fired by natural gas shall be approved by the Facility Operations Manager, the CCEC and the Fire Marshal, and installed in accordance with Fuel Gas Code before being used.
18. The CCEC and the Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
19. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the Uniform Fire Code. The Facility Public Safety Manager along with the CCEC and the Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
20. There shall be no obstruction blocking exit doors from the outside of the CCEC, such as vehicles parked in front of doorways or barricades across sidewalks, etc.
21. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
22. No vehicles shall be parked in the fire lanes outside the CCEC.
23. No flammable liquid or material shall be used or admitted inside of the CCEC except by approval of the CCEC and the Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
24. No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the County Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
26. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
27. All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.
28. All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
29. All floor plans submitted shall be totally representative of the halls, rooms, lobby and hallways and/or areas the events are held in, and include such as the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc.

Sales Tax

- ◆ Customer is required to adhere to all Utah State Laws regarding sales tax issues.

Security

- ◆ The center will arrange for security personnel as required by management and charged to the lessee at the prevailing rate.
- ◆ Any person whose conduct is objectionable, disorderly, or disruptive to the Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conducts of its exhibitors, agent's employees, licensees, invites, & attendees of the event.

Shipments to the CCEC

- ◆ For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. The CCEC will not accept any deliveries or freight shipments prior to your event move-in. Only your representative is responsible for receipt of any & all deliveries.

Smoking

- ◆ Smoking is not permitted in the Event center.
- ◆ Outside areas have been designated as smoking areas.

Sound Levels

- ◆ Please use sound thinking when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb nor interrupt other events. CCEC Management reserves the right to require sound levels to be lowered.

Telephone Services

- ◆ The Event Center is the exclusive provider of telecommunications / data line service.
- ◆ Only Center personnel are authorized to modify system wiring and cable.
- ◆ Contact your Event coordinator for telecommunications service order forms and telephone equipment rentals.

Vehicles on Display

- ◆ Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the CCEC, shall have no more than ¼ tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

Utilities

- ◆ For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet / telephone connections must be performed by the CCEC.
- ◆ All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).
- ◆ The CCEC electrical equipment, such as extension cords, electrical panels, spotlights, and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.
- ◆ Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.
- ◆ Floor boxes may not be accessed by anyone other than the CCEC staff.

Water, Waste Disposal, Ware Washing

- ◆ Good equipment maintenance is just another form of good cost control. That's why no oils, combustibles, or any liquids other than water may be poured in the CCEC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed or rinsed in CCEC restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from CCEC restrooms or janitor's closets. Water is available upon request for Exhibitors' use.